



# Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue  
Laudium, Pretoria 0037  
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354  
PBO Ref No.: 930014581

P.O. Box 14368  
Laudium, Pretoria 0037  
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

## Celebrating 86 Years of Selfless Service

### MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

**Held at:** The Boardroom, Shree Pretoria Hindu Seva Samaj

**Date:** Tuesday, 23 May 2018

**Time:** 19:30 PM

1. **OPENING PRAYER AND WELCOME**

In the Chair: Pranaybhai Devchand

The meeting commenced with a prayer and a moment of silence for those who have passed on from the last meeting.

2. **QUORUM**

The meeting was declared duly constituted by the Secretary General as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met.

3. **ATTENDANCE REGISTER AND APOLOGIES**

**EXCO:** Pranaybhai Devchand, Rameshbhai Chhagan, Vinaybhai Chagan, Joytiben Joshi, Pavanbhai Gandhi & Nareshbhai Kalan. Anilbhai Jivan attended in his capacity as administrative assistant.

**Apologies,** Urmilaben Kalyan, Harshadbhai Pema & Priyamben Tanna

4. **APPROVAL OF MINUTES**

The minutes were approved without amendments on the motions of Pavanbhai and Vinaybhai

5. **CORRESPONDENCE**

5.1	<b>Incoming</b>
5.1.1	Email from Hurshadbhai Keshev requesting Samaj financial records
5.1.2	Quote from Gavin Edwards – Marabastad stands development
5.1.3	Quote from Pretoria Pest Control

5.1.4	Operation Clean Up Campaign
5.1.5	SA Hindu Maha Sabha – Founder’s Day invitation
5.1.6	Various correspondences from Tayfin dealing with AFS
5.1.7	Prajesh Bhoola – home for Sale
5.1.8	Anand Mela Committee advertising stalls
5.1.9	Araya Samaj celebrating 70-year anniversary of Hindi Shiksha Sang
5.1.10	HCI advertising Gandhi Essay Competition
5.1.11	TUKS Hindu Society – Baps lecture
5.1.12	Invitation from Gayatri Parivar SA to Gayatri Jayanti celebrations
<b>5.2</b>	<b>Outgoing</b>
5.2.1	Adhik Maas circular to community
5.2.2	Various emails to Tayfin dealing with AFS
5.2.3	Email to Daksha Sankar of Yum foods
5.2.4	Postponement of BGM circular to community
5.2.5	Circular to community – Gandhi Essay competition
5.2.6	Email to Araya Samaj wishing them well for 70 <sup>th</sup> anniversary of Hindi Shiksha Sang
5.2.7	Email to Gayatri Parivar SA wishing them well on their Gayatri Jayanti celebrations
5.2.8	Email to Hurshadbhai confirming receipt of request to inspect Samaj records

No.	Topic	Action Point
6.	<b><u>MATTERS ARISING</u></b>	
6.1	<b>Document and Safe keys</b>  Priyamben to give copies of keys to Secretary and CFO respectively. This matter has still not been actioned.	<b>Priyamben</b>
6.2	<b>Updating of Financial &amp; Administration Manual</b>	

	Rameshbhai reported that the updating of the manual has been completed. However, upon inspection it was found that there were some numbering errors. Rameshbhai undertook to fix these problems before asking Pavanbhai to upload it on to the website	<b>Rameshbhai</b> <b>Pavanbhai</b>
6.3	<b>2018 Staff Leave</b> Priyamben was not present to submit updated staff leave roster for 2018 together with application forms for EXCO approval.	<b>Priyamben</b>
6.4	<b>Women's Group</b> Priyamben has completed the WhatsApp Group and will now upload emails on to the database. No progress reported on the planning of a Women's Indaba with Manishaben.	<b>Priyamben</b>
6.5	<b>Marabastad Property Development</b> Rameshbhai reported that Daksha Sankar of Yum foods, has still not provided feedback on KFC franchisees who might potentially be interested in trading from our stands. He undertook to follow up. He had also received and circulated the detailed quote requested from Gavin Edwards, the Town planner. Mr Edwards had informed him that he was not able to make a presentation to the community on Sunday as requested but would be willing to do so on a week-day. After some discussion, it was agreed to obtain another quote before taking a decision on the matter of hiring a town planner.  Vinaybhai reported that all the Alli siblings have agreed to the swap and that Vinaybhai accompanied them to the Land Claims Court where they submitted a resolution to accept the stand allocated. The process of obtaining title deeds has now commenced.	<b>Rameshbhai</b>          <b>Vinaybhai</b>
6.6	<b>Tshwane Diwali Festival</b> The stadium for the Diwali Festival has been booked for Saturday 3 November 2018. Rameshbhai reported that he had updated last year's planning document and will advise incoming officials to set up the task team immediately after the AGM.	<b>Rameshbhai</b>
6.7	<b>Biometric Report</b> Subsequent to the meeting, Priyamben forwarded an updated biometric report to EXCO members, which included Anilbhai as requested. This report to be presented at every meeting.	<b>Priyamben</b>
6.8	<b>Samaj Email Addresses</b> Pavanbhai has created personalised email addresses which members will need to upload after elections	<b>All</b>

6.9	<b>Due Diligence on Printers</b> Pavanbhai presented a detailed due diligence report that clearly outlined the financial advantage of cancelling the current printing contract and replacing it with a new one with Toshiba. The savings per annum would be as much as R51 000. The proposal includes a free back-up machine and a free projector. After discussion, members requested that Pavanbhai obtain at least one other quote before a final decision can be taken.	Pavanbhai
6.10	<b>VAT, PBO &amp; SARS-eFiling</b> Pavanbhai reported that the Samaj has successfully been registered for VAT and that the PBO registration and e-filing will now be attended to.	Pavanbhai
6.11	<b>Sage One &amp; Sage Pay</b> The implementation of these financial tools is still receiving attention. However, Pavanbhai will investigate getting a payroll function gratis from FNB.	Pavanbhai
6.12	<b>Budgets in Monthly Reports</b> Pavanbhai undertook to inform each portfolio head what the balance on their budgets are so that they could plan expenditure for their portfolios accordingly.	Pavanbhai
6.13	<b>Workshops on MMC &amp; Finances</b> Rameshbhai reported that he had set up a workshop with both trustees and exco members to brainstorm cost-saving measures and a business plan for the multi-media centre but that this had to be postponed to a date after the AGM due to the unavailability of members.	Rameshbhai
6.14	<b>Upcoming Religious Functions</b> Priamben and Urmilaben were not present to present a progress report on the planning of upcoming religious functions, namely shravan, rakshabandan, Krishna Jayanti, Ganesh Chouth and Navratri.	
6.15	<b>Diary for Recording Daily Aarti Schedule</b> At a previous meeting, a decision was taken that Sunilbhai would keep a proper diary to record the daily aarti schedule. Priamben was not present to report on whether this was done.	Priyamben
6.16	<b>Upgrade of Security Fencing</b> Vinaybhai reported that he had commission Harshadbhai Dajee Pema to complete this work, but it is still outstanding.	Vinaybhai

6.17	<b>After-Hours Pathology Service</b> Vinaybhai reported that the team is still awaiting a meeting with Department of Health	<b>Vinaybhai</b>
6.18	<b>Branding/Signage for Marabastad Premises</b> Vinaybhai had originally reported that progress was being made and that the signage should be completed by 20 May 2018. He was asked to find an alternative supplier if the matter was not concluded end June	<b>Vinaybhai</b>
6.19	<b>Revamp of Foyer</b> Vinaybhai had undertaken to submit a plan to revamp the foyer at the next meeting but explained that he was not sure how this could be done. He was advised to call up a meeting of officials before the next Exco meeting so that the matter could be brainstormed.	<b>Vinaybhai</b>
6.20	<b>Appointment of Auditors</b> Pavanbhai presented three quotes for financial auditing services. It was agreed that the quotes should be presented at the AGM for deliberation and decision by the general body.	<b>Pavanbhai</b>
6.21	<b>Samaj Gujarati Calendar</b> Sunilbhai and Priyamben were requested to commence with planning of 2018 SPHSS Gujarati Calendar. Priyamben was not present to present a progress report	<b>Priyamben</b>
6.22	<b>Kideo Comp</b> Pranaybhai reported that he had discussed the Kideo Camp issue with the last remaining parent who has also agreed to waive the matter.	
6.23	<b>Payroll Management</b> Three quotes were received for outsourcing of payroll management. Although it was agreed to appoint MFH Accountants as payroll administrators at the last meeting, Pavanbhai indicated that he was investigating the possibility of this being done free of charge via FNB.	<b>Pavanbhai</b>
6.24	<b>Anil Jivan Performance Discussion</b> It was agreed that a performance discussion should be held with Anilbhai as his probationary period had come to an end. Pranaybhai reported that he and Rameshbhai had conducted this discussion and because of Anilbhai's health circumstances had extended the probationary period to end June. Anilbhai's performance will be re-evaluated at that time	<b>Harshadbhai / Pavanbhai</b>
6.25	<b>Health Certificate</b> It was agreed that the Samaj should strive to get a health	

	certificate from the Department of Health. To do so, a pest control certificate was needed. Quotes were received from one company; a second quote is awaited	<b>Anilbhai / Vinaybhai</b>
6.26	<b>Complaint by Champaben</b> A written complaint was received from Champaben regarding the kitchen fridge. This complaint was investigated and Pranaybhai and Rameshbhai held a meeting with Champaben to resolve the matter. As an added safety precaution, it was agreed that the office should have the fridge examined by a fridge expert and replaced if found defective.	
6.27	<b>Maintenance Issues</b> Vinaybhai reported that the maintenance issues regarding the varnishing of the main mandir door, changing mandir curtains and the painting of the Hindora have been attended to.	
6.28	<b>Hanuman Chalisa 2019</b> Priyamben confirmed with Lenasia Yuvak Mandal that next years United Hanuman Chalisa will be held over the Easter week-end. The Samaj will now schedule this event on a different date and ensure it appears on the 2019 Gujarati calendar.	<b>Priyamben</b>
<b>7</b>	<b>SECRETARIAL REPORT</b>	
	<b>The following was discussed from Priyamben's report:</b>	
7.1	<b>Leave for Sunilbhai</b> A request was received by Sunilbhai to take leave in January next year. After some discussion, it was agreed that the replacement Sunilbhai is recommending must be able to fulfil all his functions and not just the mandir prayers. Rameshbhai to follow up.	<b>Rameshbhai</b>
7.2	<b>Updating of Website</b> A request that the Samaj website be updated and improved to allow on-line priest and facilities bookings, social media links, getting a server for the office, etc. In addition, the acquisition of a card machine and zapper for ease of payments. In-principle approval was granted for the matter to be further investigated and a detailed proposal to be made at the next meeting.	<b>Priyamben, secretariat and Pavanbhai</b>
7.3	<b>Upcoming Events</b> A list of upcoming events was presented. It was agreed that the office and Sunilbhai would meet with the incoming head of RCC to plan the functions immediately after the AGM.	<b>Priyamben</b>
<b>8</b>	<b>TREASURER'S REPORT</b>	

8.1	Pavanbhai presented a financial report which included a status report on all rentals and deposits from Marabastad Centre tenants, Balmandir fees, Study loan repayment and facilities hire as at end April. These were scrutinised, and he was asked to follow up on specific parents and tenants who had arrear amounts. All other items on the Treasurer's report were covered under matters arising.	<b>Pavanbhai</b>
8.2	<b><i>Balmandir Fees</i></b> The Balmandir account is showing some fees as outstanding. He was asked to verify this and address this matter urgently as parents who are not up-to-date by mid- June should not be allowed to bring their child to school in the third term.	<b>Pavanbhai</b>
<b>9</b>	<b>EDUCATION REPORT</b>	
	All issues related to education have been covered elsewhere in these minutes.	
<b>10</b>	<b>RCC REPORT</b>	
	No report presented	
<b>11</b>	<b>HEALTH, WELFARE &amp; SENIOR CITIZENS</b>	
11.1	Jyotiben reported the monthly senior citizen's meeting took place on Saturday 26 May at which BP and glucose testing was done. The details of the India trip were finalised, and 30 members have signed up. At the next meeting in June, an audiologist will be invited to test gratis the hearing of all senior and she will thereafter present a report on what needs to be done.	
<b>12</b>	<b>Facilities &amp; Funeral Management</b>	
12.1	Vinaybhai informed members that a long-term classroom hirer has requested to occupy classroom 11 as it was bigger. Vinaybhai was given permission to negotiate terms with the gentleman concerned. All other facilities matters were covered under matters arising.	<b>Vinaybhai</b>
<b>13</b>	<b>General/New Matters</b>	
13.1	<b><i>Gas Leak</i></b> Vinaybhai informed members that there was a gas leak and he had obtained two quotes of R5 000 and R4 500 respectively. The second quote was authorised.	<b>Vinaybhai</b>

13.2	<b><i>Bride Waiting Room</i></b> It was reported that the bride room was being used as a storeroom. Vinaybhai was asked to clear out all junk and have a sign advertising the room as a bride waiting room put up. It was also requested that a general clean-up be done to rid the Samaj of all junk.	<b>Vinaybhai</b>
13.3	<b><i>Chairs</i></b> The poor condition of the chairs in the auditorium and dining hall was discussed. It was unanimously agreed that all 800 should be replaced urgently. Vinaybhai and Pavanbhai are to agree on specs and to get quotes based on these specs.	<b>Vinaybhai &amp; Pavanbhai</b>
13.4	<b><i>Farewell</i></b> Pranaybhai formally thanked all those EXCO members who remained on the committee and continued with their work even after the unfortunate resignations of almost half the executive during the course of the year and the unfounded allegations of impropriety made by some. He also thanked Rameshbhai, Vinaybhai and Nareshbhai who volunteered their services to assist in this dark hour.	
14	<b>NEXT MEETING</b> The next meeting will be held on Tuesday 19 June 2018 at 7:30pm in the Samaj Board Room	

With no further business, the meeting ended at 10:00 with a prayer.

**RAMESHBHAI CHHAGAN**  
**SECRETARY GENERAL**